

The Cotswold Playhouse is small theatre owned by an group called The Cotswold Players. We have no employees and assistance given to visitors is on a voluntary basis and should be so recognised. Not all the areas mentioned below are necessarily included in all hires.

Performance Space - The stage is 20' (6.1m) deep behind the House Tab line to the fixed cyc, with a further 3' (1m) in front of the tabs, the width is approximately 22' (6.7m) between soft black legs. The stage acting area is 3' 10" (1.2m) above the audience. Tab operation (manual) is P.S. side, access to O.P. is behind the cyc from P.S. (All measurements are approximate.) A diagram with measurements is available.

Dressing/Warm-Up Room - The Green Room, (one level below stage, P. S.) which doubles as a communal dressing room. Above the Green Room at stage level is a Props/Wardrobe store, which on occasions may be used for quick changes.

Auditorium - The audience is seated on a tiered base giving a totally unobstructed view of the stage. The seating is fixed and numbered by row and seat with a central aisle, eight seats on the left and six on the right, giving seating for a total of 152. There are removable floor panels which when lifted form an Orchestra Pit. Four seats in the front right hand side are removable to accommodate two wheelchairs. Three seats are reserved for FOH/First Aid staff.

Foyer - The foyer accommodates a small Ticket Office. Please note there is no booking office at the Theatre other than when it is opened to the public generally half an hour or so before the performance. The theatre telephone number is normally an answerphone. The Tourist Office in Stroud will sell tickets but will take a commission; they sell tickets to the public for our productions after the preferential bookings for our members and mailing list have closed. The Tourist Office is run by Stroud District Council. Alternatively, we can handle ticket sales for you in which case we will charge the costs of ticket production to you.

Lounge - Provides a licensed bar together with interval coffee and ice cream sales.

Studio - The studio on the first floor is roughly 12m by 6m, has a sprung, wooden dance floor and a mirror wall with barre. It is available for dance classes, workshops, etc.

Office/Meeting Room - Also on the first floor, this room has space for meetings or small rehearsals.

TECHNICAL

Sound

Sources: We have facilities to play mini discs or CDs.

Amplification: Two stereo power amplifiers

Speakers: Four speakers are available: Two permanently on the front of the proscenium arch and two which may be placed on stage or in the orchestra pit.

Mixer: A conventional 8 channel analogue mixer is available which is fine for most purposes. A Yamaha 01v digital mixer is also available for separate hire.

Cabling: There is ample XLR-terminated connectivity between stage (SR) and sound room.

Microphones: We have 6 radio microphones available for separate hire. However, acoustics are good and these are normally only required for large scale musicals.

A monitoring microphone over the stage relays the on-stage sounds to the Bar, Lighting, Sound and Green rooms and also to a loop system for the hard of hearing.

Lights - More than adequate with a Zero88 Leap Frog 48 channel programmable board and 36 dimmer channels. You are welcome to use any of the colours that are already in the lanterns but we do not provide new colours. Special effects or lanterns may be hired in by hirers. Hirers lighting technicians must be experienced 'competent persons'.

Note that the lighting and sound rooms are separate.

Communications –Headsets and radios are available PROVIDING we have prior notice.

Smoke machines, etc.

If your performance involves the use of smoke then prior notice is required. Smoke (or similar) in the stage area WILL activate the fire alarm system unless the proper settings are made resulting in the evacuation of the building and the attendance of the Fire Brigade. Hirers will be charged any resulting costs!

For Health and Safety reasons, CP will always provide a Front of House Manager who will remain in charge of ALL FoH staff. They will also, if required, endeavour to provide Front of House services (e.g. collecting tickets, selling programmes and acting as ushers.) In case of emergency they are responsible for the evacuation of the audience and theatre. Hirers may provide your own additional ushers who will need to familiarise themselves with the Emergency Exits, fire precautions, etc prior to the public being admitted. Hirers will need to provide a cash float of suitable denominations for programme and ticket sales (unless it is agreed that we are handling this for you).

As we have no permanent staff, hirers are responsible for all aspects of H&S and for the security of the theatre during their period of hire other than during a public performance when that responsibility is passed to our FoH Manager.

CP will also provide a bar, coffee and ice cream sales providing there is a suitable interval during the event. The hirer is responsible for First Aid services (i.e. St Johns Ambulance, etc) although we will arrange this for you (at cost) if requested.

We can provide basic publicity by offering tickets through our mailing list, and distributing promotional literature provided by you. Again, this service is provided at cost.

Contact:

Steve Goodwin – Theatre Manager

01453 873381

steve@cotswoldplayhouse.co.uk